

Michigan Justice Training Fund Law Enforcement Distribution Allowable/Unallowable Expenses for 2012

Allowable:

- **Hourly salaries** of instructors for the actual time spent preparing and presenting training, subject to the supplanting restrictions.
- **In-state travel expenses** for training programs outside of a 50 mile radius from the worksite or home (whichever is closer).
 - Meals, lodging and mileage are approved at Civil Services rates during the year of expenditure. (Further travel regulations are outlined on page 6)
- Expenditure of LED funds for **tuition costs** for out-of-state training courses is allowable provided that the requesting law enforcement agency submits an Out-of-State Special Use Request to the Commission and the course was MCOLES registered through the MCOLES Information and Tracking Network **prior** to the training dates.
- Expenditure of LED funds for **registration only** for out-of-state conferences or conventions provided the requesting law enforcement agency submits an Out-of-State Special Use Request to the Commission and is granted approval prior to attending the conference or convention. All other costs associated with the conference or convention must be covered by other funds.
- A **consortium fee** for law enforcement training attended. Consortium fees paid shall be reported per class attended. If the actual cost of each course is not provided, the agency shall equally divide the consortium fee by the number of courses attended.
 - If a consortium fee was paid, but agency employees were not able to attend, please contact the Grants Manager for further instruction.
- The **reasonable rental costs for the use of a training facility** for in-service training, **if** facilities owned or occupied by an eligible entity are either not available or are inappropriate due to the nature of the training.
- The **actual cost of purchasing or leasing training materials** used to assist trainees in understanding in-service training topics. Items such as: training manuals, tests, evaluations.
- The **reasonable rental cost or the purchase price of equipment** used **exclusively** for the direct delivery of in-service training; however, expenditures for purchase shall not be more than the total of 10% of the annual distribution, nor may any single item be more than \$5,000.00, without prior approval of the Commission. Equipment costs **less** than \$300 shall be reported as a Supplies and Operating expense.
 - The Equipment Special Use Request form is available on-line. (Further equipment information is outlined on page 7)
- A **flat rate or tuition paid to a contractual training provider** hired by an eligible entity. The payment shall be in compliance with policies established by the Commission.
- **Web-based programs, CDs, DVDs**, or other such instructional media that are based upon passive or interactive learning. Funding is limited to \$1,000 or 10% of the annual distribution, whichever is less.
- **Automated firearms training systems** that simulate deadly force decision-making circumstances.

Unallowable:

- Expenditures for salaries of trainees.
- Meal and lodging for expenditures in excess of the per diem meal expenditures authorized for civil service employees. In cases where charges for meals and lodging exceed the allowable rate, the grantee may utilize other funding sources to cover the additional charge.
 - The Commission will not authorize the use of justice training funds for travel costs to participate in criminal justice training unless the criminal justice training program is for the sole purpose of training or offers not less than 6 hours of qualifying training within any 24-hour period.
- Criminal justice training not located in this state, unless the training event has first been approved by the Commission and is registered in MITN, as noted above.
- Criminal justice training in another country.
- The purchase of firearms.
- Purchase of alcoholic liquor.
- Purchase of refreshments.
- The publication of a newsletter.

**Michigan Justice Training Fund
Law Enforcement Distribution
SCHEDULE OF 2012 TRAVEL RATES**

In-State (except Select Cities)	
Breakfast	\$ 7.25
Lunch	\$ 7.25
Dinner	\$16.50
Lodging	\$65.00
In-State (Select Cities)	
Breakfast	\$ 8.75
Lunch	\$ 8.75
Dinner	\$21.00
Lodging	\$65.00
Standard Mileage Rate	\$0.390

MICHIGAN SELECT CITIES

Ann Arbor, Detroit
Holland, Mackinac Island
Pontiac, Auburn Hills, South Haven

MICHIGAN SELECT COUNTIES

All of Wayne
All of Oakland